



# **FIRE OFFICER CERTIFICATION DIRECTIVE**

*(NFPA 1021 2009 Edition)*

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*Revised December 2011*

V09-3

## ALASKA FIRE OFFICER CERTIFICATION DIRECTIVE

### FIRE OFFICER CERTIFICATION BACKGROUND

The Alaska Fire Officer I certification directive was originally developed by the Alaska Division of Fire and Life Safety Training and Education Bureau (TEB). This directive received initial approval by the Alaska Fire Standards Council (AFSC) in October of 2007 and was referenced to the National Fire Protection Association (NFPA) 1021: Standard for Fire Officer Professional Qualifications, 2003 edition. In 2010, the AFSC adopted NFPA 1021, 2009 edition, and revised the Fire Officer I directive to include the updated material.

### FIRE OFFICER DIRECTIVE OVERVIEW

The Fire Officer certification directive is based on industry standards and was developed to provide Alaska fire service agencies with a method to attain knowledge and skills to supervise and manage fire service activities. The directive is referenced to [NFPA 1021](#), *Standard for Fire Officer Professional Qualifications*, 2009 edition, and is intended to provide a standard level of fire officer training through a credible certification program.

The Fire Officer directive is designed for candidates that are prepared to take on an increased level of responsibility and accountability within the fire department. This is the initial certification level for supervisory responsibility for an emergency responder. Individuals working at the Fire Officer I level have a number of responsibilities and are expected to: issue orders to subordinates; discipline or counsel members; interact directly with the public and publically represent the department; develop action plans and manage emergency operations; develop and implement department policies and procedures; and support administrative functions of a fire department.

This is the initial level of fire officer certification for Alaska firefighters seeking recognition of fire officer qualifications. Although this is the only AFSC fire officer certification level currently available, the AFSC is working to expand certification options for additional fire officer levels.

The Alaska Fire Standards Council ([AFSC](#)) is accredited through the International Fire Service Accreditation Congress ([IFSAC](#)) and provides certification for Fire Officer I. Fire Officer training for is typically available through TEB accredited fire department programs.

### FIRE OFFICER CERTIFICATION REQUIREMENTS

#### **FIRE OFFICER I**

To qualify for this level of certification, applicants must:

- a. be at least 21 years of age; *and*
- b. be an Alaska resident or member of an organized fire department or an emergency response organization registered with the Division of Fire and Life Safety; *and*
- c. have AFSC certification as a Firefighter II; *and*
- d. have current AFSC certification as a Fire Instructor I (*or higher*); *and*
- e. \*successfully complete an AFSC/TEB approved Fire Officer I course; *and*
- f. \*successfully complete the AFSC Fire Officer I written exam (*minimum score of 70%*); *and*
- g. \*successfully complete the required AFSC Fire Officer I practical skill elements

***\*Note:*** *The course requirement and the written test requirement must be completed within three years of application date and must meet NFPA 1021 core requirements.*

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### APPROVED FIRE OFFICER I CERTIFICATION COURSES

To be eligible to take the certification examination for Fire Officer I, applicants must meet the prerequisite requirements and have completed AFSC approved training course. Training courses are offered through TEB, or, through fire department training programs that have been accredited by TEB before the course start date. The Fire Officer I course must meet the knowledge and skill requirements of [NFPA 1021](#), 2009 edition, chapter 4. Fire departments or organizations conducting a TEB approved course must follow the requirements of the [Training Program Accreditation Manual](#).

Courses at the FOI level are conducted throughout Alaska. These courses are primarily designed to satisfy the core knowledge and practical skill requirements of NFPA 1021. The FOI Final Examination Packet is utilized for testing to ensure the candidate has met the requisite skill requirements before issuance of certification. The final examination must be completed within 3 years of the completion of an accredited/approved course.

FOI courses conducted without prior approval from the TEB and AFSC **will not** be eligible for AFSC certification examinations.

### **FIRE OFFICER EXAMINATIONS**

The Fire Standards Council has developed a written examination test bank for fire officer certification. The Fire Officer I examination has a total of 100 questions, and test bank questions are referenced to NFPA 1021: *Standard for Fire Officer Professional Qualifications*, 2009 edition. Fire officer certification examinations are typically administered immediately following an approved course. For certificate issuance, written examinations must be completed with a score of 70% or higher.

In cases where an individual is eligible to test, but is not testing with a group, examinations may be mailed to an approved AFSC Certifying Officer (CO) upon request. If a CO is not available in the local community, the AFSC office may authorize the exam to be mailed to an approved individual in the applicant's community. Exam distribution procedures shall follow the Test Examination Security Plan specified in the [Certification Policy Manual](#). The examination must be completed within 30 days of receipt and returned to the AFSC office immediately upon completion.

For regions with reasonable access to TEB training centers, the TEB staff will proctor written examinations. Examinations **shall not** be sent to the individual taking the exam.

The AFSC office will grade all certification examinations and notify the applicant of final scores.

### **Fire Officer I Written Examination References**

- a. NFPA 1021 Standard for Fire Officer Professional Qualifications, 2009 edition
- b. Text (any one of the following)
  - IFSTA, Fire and Emergency Services Company Officer, 4<sup>th</sup> Edition
  - Jones and Bartlett, Fire Officer Principles and Practice, 2<sup>nd</sup> Edition
  - \*Delmar Company Officer, 3<sup>rd</sup> Edition

***\*NOTE:*** Multiple AFSC Fire Officer test bank questions are not clearly referenced to Delmar, Company Officer, 3<sup>rd</sup> Edition. Training courses using Delmar may not cover all elements of written examination questions.

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### **Fire Officer I Practical Skills Evaluation References**

- a. NFPA 1021 Standard for Fire Officer Professional Qualifications, 2009 edition
- b. Fire Officer I Practical Skills Evaluation Sheets

## RECIPROCITY

The AFSC can certify individuals for Fire Officer I through reciprocity. Reciprocity is available to an individual who has completed his or her certification through an entity accredited by the International Fire Service Accreditation Congress ([IFSA](#)) or the National Fire Service Professional Qualifications Board ([ProBoard](#)). Reciprocity is honored in part and the requirements are as follows:

### **Fire Officer I Reciprocity Requirements**

1. applicant must provide an [Application for Certification](#); *and*
2. applicant must be an Alaska resident or member of an organized fire department or an emergency response organization registered with the Division of Fire and Life Safety; *and*
3. in addition to a Fire Officer I certificate, an applicant must also submit a copy of the following IFSAC or ProBoard certificates for AFSC reciprocity approval:
  - a) Firefighter I certificate; *and*
  - b) Firefighter II certificate; *and*
  - c) Hazardous Materials Awareness/Operations certificate, or other documented written evidence of Haz Mat Ops certification from an IFSAC/ProBoard accredited entity, *and*
  - d) Fire Service Instructor I (or higher) certificate

*Reciprocity applicants must meet all AFSC requirements for each level of certification.*

### **EQUIVALENCY CHALLENGE**

To initiate the challenge process, an individual must have documentation of completion of a Fire Officer I training program. The AFSC will only accept Fire Officer I challenge applicants if he or she is affiliated with an Alaska fire department or organization with an accredited firefighter training program for the level of the challenge request. All challenge requests must be coordinated through the fire department the individual is affiliated with. The fire department Training Officer/Accreditation Manager has the responsibility to verify the applicant meets the requirements for testing and must complete and sign-off a [Fire Officer I Training Record](#) before the applicant is eligible to complete an AFSC certification exam. The following general guidelines apply to all equivalency challenge requests:

- A. A candidate must complete an [Application for Certification](#) and attach supporting documentation; *and*
- B. the candidate must be a member of a Fire Department registered in Alaska and must have a letter of support from the Fire Chief; *and*
- C. the candidate must provide documentation of training that complies with each component of the appropriate NFPA Standard for desired level of certification (documentation must be dated within the last 5 years); *and*
- D. the candidate must successfully pass the AFSC's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable; *and*
- E. the candidate must meet the general requirements for certification as outlined in the appropriate certification manual.

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Applicants that have been endorsed by a Fire Chief can complete an approved Fire Officer I examination, but an examination will not be scheduled for a single individual. If no test opportunity is possible locally, applicants can contact the AFSC office for information on other certification test sites.

A candidate **is not** permitted to attend a final exam at an alternate test site without the explicit pre-approval of the AFSC office *and* the agency that is authorized for the exam. To test at a site other than his or her fire department, the equivalency challenge candidate must:

1. have permission from the agency that is scheduled to test; *and*
2. provide a letter of support from the Fire Chief; *and*
3. provide evidence of AFSC written approval to test; *and*
4. provide photo ID; *and*
5. provide a completed training record for the level of the examination signed off by the candidate's Training Officer/Accreditation Manager; *and*
6. have the appropriate Personal Protective Equipment as approved by the test site coordinator.

## BACKGROUND CHECKS

A background check is not required for certification as a Fire Officer I.

## RECERTIFICATION

AFSC Fire Officer I certification does not expire. It is the responsibility of the individual to maintain knowledge and skill requirements after the certification examination is completed.

## PREVIOUS ALASKA FIRE OFFICER CERTIFICATION

The Alaska Fire Standards Council recognizes all previous State of Alaska certifications issued for Fire Officer I through the Division of Fire and Life Safety (formerly Division of Fire Prevention).